



I hereby resolve to be accident free during "NO ACCIDENT" month—August '53.

# The Textorian

Weekly Publication of



Cone Mills Corporation



I will work safely and sane, observe safety rules and from hazards refrain.

VOL. XXVI; NO. 33

GREENSBORO, NORTH CAROLINA, FRIDAY, AUGUST 21, 1953

FOUR PAGES



REIDSVILLE PICNIC—Shop employees at Edna Plant in Reidsville honored Edward F. Keck at a picnic recently. Mr. Keck retired July 4 after having been employed there for a number of years.



RETIRING—Edward F. Keck receives a gift from his fellow shop employees at Edna Plant, Reidsville, presented by Randolph Stone, assistant superintendent.

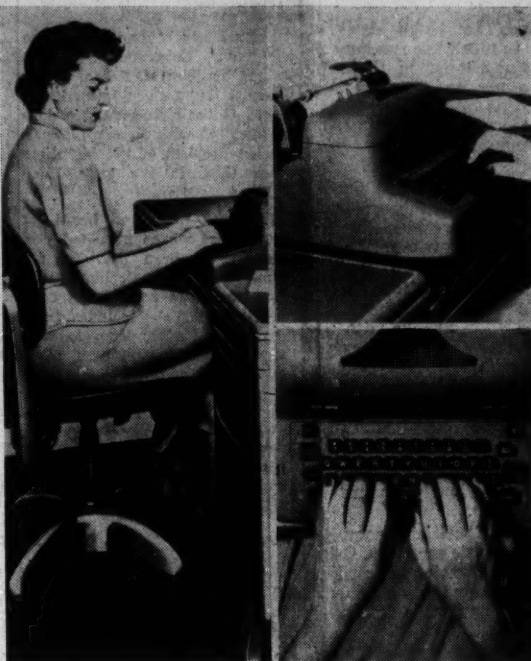
## Edna Plant Group Honors E. F. Keck

Edna Plant's shop employees honored one of their fellow workers at a picnic the other day. Honored guest was Edward F. Keck, 72-year-old Alamance County native, who first came to Edna Plant back in 1896 as a doffer in the Spinning Room. Mr. Keck retired on July 4.

In 1904, Mr. Keck, who had married Miss Minnie Bell Carroll three years before, went to work for A. W. Way, who was at that time overseer of the Machine Shop. Here he learned machine shop and carpentry work.

It was during World War I that he left Edna Plant for several years. He returned in 1942 as carpenter and brick mason.

Now retired, Mr. Keck is with his wife at his home, 1343 Westworth Street in Reidsville. The Kecks have two daughters, three grandchildren and four great-grandchildren.



149 WORDS A MINUTE—Miss Dillmore sits erect at a comfortable distance directly in front of the typewriter; feet flat on the floor, wrists slightly lower than her knuckles—the position recommended for comfortable, efficient typing. Top, right, is a profile view of Miss Dillmore's right hand. The motion for fast finger strokes should originate in the knuckles. Notice how her hand is placed upon the keys to achieve the maximum efficiency of movement from knuckles to tips of fingers. Lower, right, the correct typing position for the hands. They are centrally located on the keyboard, all keys within easy reach.

## Speed Typist Hints Offered Office Workers

Are there days when your typewriter "fights" you . . . days when no matter how hard you try to rush out perfect work, you find the same old mistakes repeating themselves again and again? Have you all but given up to the disheartening belief that anyone who can type accurately at high speed is a genius? If so, it is time to change your mental attitude and seek scientific ways and means to speed your typing and, at the same time, achieve accuracy.

Most likely you are typing the hard way—spelling the words as your fingers strike the keys. This is what most typists do if they have not tried to improve their speed and become proficient in typing words instead of individual letters.

And the way to this easier and better typing? Easy—if you heed the signposts. Margaret Hama Dillmore, who achieved the all-time, one-hour typing record of 149 words a minute, says, "Any world typing champion will tell you that speed and accuracy can be acquired without special gifts. It is not too difficult, I found out, to become a fast typist."

The first important step to faster and better typing is to form good typing habits so that your typing becomes an automatic operation, not a disjointed task. A few minutes devoted each day to mastering the essentials of typing technique will transform you and your typewriter into an efficient, hard-to-beat team.

From the start you can gain typing efficiency simply by correcting your typing posture. All of us know the importance of good posture to personal health. Well, the same principle holds true in typing. To attain typing posture you need to follow three simple rules:

1. Do not sit too close to or too far from your machine. Sit in a position that will cause your upper arms to slope slightly forward.

2. Your chair should be at a height that will put your forearms on the same slope as the keyboard.

3. Sit erect in your chair, directly in front of your typewriter. Let the back rest support you. Keep your feet flat on the floor.

By following these rules you can type comfortably and easily all day without tiring, and, at the same time, you can do your work more efficiently.

When your posture at the machine is correct and you raise your hands to typing position, you must center them by placing your fingers on the guide keys. It is unnecessary, however, while typing, to hold your fingers on these guide keys, as you did when you learned to type. Remember: simply touch the guide keys momentarily to get your position before beginning to type. While typing, raise all your fingers slightly above the keys. This will give you the free-and-easy finger motion necessary for fast, accurate work.

In addition to body posture and position of the hands, other fundamentals of good typing technique must be mastered before you can turn your typing into fun—really enjoy it! You still have to learn the secret of relaxation. You must develop fast finger strokes, acquire a resilient touch and improve your timing and rhythm. The important thing for you, the typist, to remember is that none of these tasks

(Continued on Page 4)

## What Am I?

I am more powerful than the combined armies of the world.  
I have destroyed more men than all the guns.  
In the United States alone I steal over \$500,000,000 each year.  
I spare no one, and I find my victims among the rich and the poor alike, the young and the old, the strong and the weak.  
I am more deadly than bullets, and I have wrecked more homes than the mightiest of any bomb. The orphans know me.  
I look up to such proportions that I cast my shadow over every field of labor, from the turning of every grindstone to the moving of every railroad train.  
I massacre thousands upon thousands of wage earners in a year.  
I lurk in unseen places, and do most of my work silently.  
You are warned against me, but you heed not.  
I am relentless.  
I am everywhere—in the home, on the streets and highways, in the factory, at railroad crossings, and on the sea.  
I bring sickness, degradation and death, and yet few seek to avoid me.  
I destroy, crush and maim; I give nothing, but take all.  
I AM CARELESSNESS.

### Talks To Lions

Manager of The Textorian spoke to the Lions Club of Ramseur last Tuesday night, discussing the British Industries Fair and also mentioning some of the new fabrics made by Cone Mills.

## Wildlife Club Uses Richland Lake

Richland Lake, known also as Lake Jeanette and Cone Lake, is being developed into the county's largest recreational area. The park totals 1,465 acres around the lake, which covers 285 acres and is second largest in Guilford. The lake is eight miles north of Greensboro.

Little more than a year ago the Guilford Wildlife Club approached Cone Mills Corporation and suggested that the area would be an excellent game refuge and recreational area.

Cone Mills agreed to lease the use of the property to the Wildlife Club for recreational purposes, with the stipulation that the club be open to the public.

Club members, paying \$3.00 a year dues, have already had three miles of roads cut through the park, have bought 22 fishing boats for use on the lake, and are adding many other recreational facilities, many of which will be in use this month.

The swimming area will be walled off from the other since the principal purpose of the lake is to supply water for Cone Mills Corporation.

Club President S. I. Stewart says that he doubts there is any similar organization with such elaborate facilities in the state.

## Legionnaires To Plan Project At Meeting

Cone Post, American Legion, met last Friday in the Legion Hall for a business session presided over by Commander Herbert W. Shores.

A meeting has been called for August 28 at 7:30 for the purpose of making plans for the Brunswick stew to be held in September.

Approximately 20 legionnaires attended last week's meeting and ate homemade ice cream.

## Entre Nous Club Picnic Tomorrow

Entre Nous Club, Cone Mills business women, will have a picnic tomorrow at High Point Lake at 12:30 p.m. Those who want transportation are to meet at Proximity YMCA at noon.

Co-chairmen for the event are Mrs. Sarah Walker and Miss Mabel Ligon. Others on the committee are Mrs. Edith Slate, Mrs. Shirley Shepherd and Mrs. Catherine Leonard.

This group is responsible for transportation, games and food.

### Church Makes Plans

Presbyterian Memorial Church on McKnight Mill Road is making plans for a manse. Details will be forthcoming.



CLEAR UP ACCIDENT HAZARD—William R. Wheeler, White Oak Plant Weave Room employee, noticed that the skylight chains were hanging down from the ceiling at head level so he suggested installing hooks on hangers on the Weave Room posts to hold them up. The company recognized this as a good safety measure and rewarded Mr. Wheeler with a check.



SUGGESTS BRACES ON LOOMS—J. Reece Craven, loomfixer at Revolution Rayon Plant, recently suggested putting braces on the W-3 top harnesses. These 78-inch harnesses have no support so they bow in the middle and hang on to one another, causing broken slats and torn up head motion.

## Children's Home Gifts Good Memorials

An excellent way to pay tribute to a departed friend or member of the family is to make a contribution in their memory to the North Carolina Children's Home Society.

Many people have found great satisfaction in making a contribution to the Society or in giving a Memorial Crib donation of \$100. A Memorial Crib may be one in memory of someone, or it may honor a new baby or the anniversary of the day a baby went to his adoptive home, or may be a Mother's or Father's Day gift to honor a living mother or father, or a birthday gift.

The figure for the crib memorial is set at \$100 because it is the amount it costs to give nursery care to a baby at the home for one month.

When a gift of \$100, or multiple of this figure, is given to the society and is designated as a crib donation, the donor's name or the name he so desires to honor, may be placed on the plaque attached to the crib. The plaque will remain for a number of months covered by the amount of the gift.

Of course, memorial gifts in denominations from \$50.00 up will be appreciated by the Children's Home Society.

The family of any deceased friend will long remember your thoughtfulness and your contribution will be a living memorial, doing good in the world.

All checks should be payable to North Carolina Children's Home Society, Inc., 740 Chestnut Street, Greensboro, N. C. For further information, call The Textorian office.

## Mrs. Conyers Has 47 Years At Pineville

Mrs. Vergie Crump Conyers has worked at Pineville Plant for 47 years, longer than any other employee at the plant.

A filling spinner on the first shift, Mrs. Conyers started her work by learning to spin. This was back in 1906 when the mill was known as the Dover Spinning Mill, making yarn only. Over the years, this veteran employee has seen the mill change owners and products. Today this mill, one of the 20 Cone plants, turns out jeans and twills.

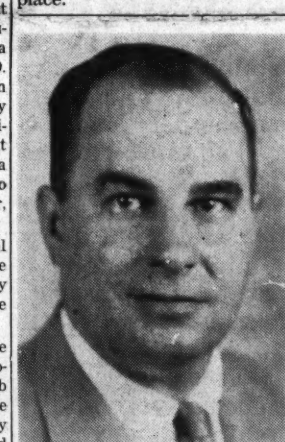
The Conyers could well be called a Cone Mills family, since seven of the immediate family, in addition to many nieces and nephews, work at Pineville Plant.

Mrs. Conyers' husband, Sam Conyers, is employed in the Spinning Room and her son-in-law, Max E. Turner, works in the Weave Room. She has two sisters and three brothers employed there.

The family belongs to the Stough Memorial Baptist Church. Mrs. Conyers says she enjoys her spinning job. Her hobby is housekeeping.

## Revolution Rayon Tops Larger Plants In Contest

Revolution Rayon Plant led the large plants in the Cone Accident Prevention Contest for the month of July. Among the smaller units, Power Plant, Guilford Products, Electricians, and Rayon Dyeing and Finishing were tied for first place.



TO LEAD SERVICES—Rev. J. Lester Stanley, pastor of Gibsonville Congregational Christian Church, will conduct evangelistic services at Palm Street Christian Church August 23-30, at 7:30 p.m. Rev. Mr. Stanley is a supervisor in the Finishing Department of Granite Plant at Haw River. Also taking part in the services will be Mrs. Eloise Thomas of Asheboro, Miss Irene Gaskins and Miss Jessie Faircloth. Rev. Mack Welch is pastor.

### To Take Part

Boys that will represent the Cone Y at High Point Saturday in the Junior Swimming Meet are David Nance, Clayton Stanley, Paul Dyson, Buddy Moore, Harold Harris, Jimmy Trull, Jimmy Wheeler and Wayne Tippet.

Large Plants — Rayon, .00; Tabardrey, .015; Pineville, .06; Revolution, .09; Print Works, .106; Edna, .11; Proximity, .36; Minneola, .37; Granite, .41; White Oak, .71.



LONGEST SERVICE—Mrs. Vergie Crump Conyers, filling spinner on the first shift at Pineville Plant, has been an employee at that plant longer than anyone else there. She began work at Pineville in 1906.



## THE TEXTORIAN

Published every week except Summer Vacation and Christmas Weeks

LELAH NELL MASTERS . . . . . MANAGER

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FRIDAY, AUGUST 21, 1953

### Glad We Have Such A Game

At this time of year interest is greatly increased in America's favorite pastime — baseball. There is little doubt but that radio and television broadcasts have increased that interest no little.

It is indeed wholesome that the American public can direct its attention to this traditional type of American sport.

We must recognize, however, that even professional baseball has gone through some changes during the past ten years. Relief pitchers and pinch hitters are playing a larger and larger role in big league baseball. In that respect, the game is considerably different from what it was twenty-five years ago, even though at that time pinch hitters and relief pitchers were used.

We are not objecting to frequent use of utility batters and pitchers, but we are noticing that probably some pitchers are not getting a square deal from a record standpoint because of the frequent changes made during a game. It is also true that a pitcher and a batter have a better chance to develop a better record than similar players on other teams whose opposition is tougher. As an illustration, a pitcher on the Yankee team of equal ability and judgment has a better chance to build up a good record than a pitcher on a team whose teammates do not hit as well as the Yankee sluggers. The same might also apply in connection with the batters — the ones facing teams with weaker pitchers have more chance of developing good batting records.

All the above really amounts to a suggestion that maybe the evaluation of pitchers and batters should be given further consideration than the customary games won and lost and the percentage hitting record.

Of course, in the end, professional baseball players are primarily interested in the contracts they can obtain, and it stands to reason that the managers evaluate a player on a basis other than that shown on the customary records.

We again want to state that even though the game has changed in some respects, and even though the good work of some players goes unnoticed, we can be most thankful that we do have a game in this country such as baseball.

### Pythian Echoes

by R. Cole Lee

Instead of being at my own Lodge last Monday I had the great pleasure along with W. B. Burke of being with the members of Wachovia Lodge at Winston-Salem. These fellows have moved into their new quarters which consist of a spacious club room, a very attractive Castle Hall, an adequately equipped kitchen and many other conveniences. After a wonderful meal of ham and vegetables, the membership gathered into the Hall for the installation of new officers at which time the presiding officer urged upon each to have dignity of carriage and evenness of mind; giving strict attention to duty, be prompt, wise and firm in decision; and courtesy of manner and kindness of heart in their every act. As I listened to his instructions there was one other thing that lingered in my mind. It was this: "Perform your duties in a manner creditable to yourself and satisfactory to others; your duties as a man in such a way as to command the approval of your own conscience and the commendation of your fellowmen." I'm sure that if each of us would heed these simple but timely words of advice, that our Lodge, our business, etc., would be greatly improved.

Pythian Burke gave a glowing account of the St. Louis Convention and showed pictures to back up his report, especially that picture showing him planting a firm kiss upon the cheek of Barbara Ann Massey in winning the \$1,000

scholarship. This Dokkie Convention meets every two years and in 1955 it will convene in New York with \$25,000 pledged by that city toward making it a mammoth occasion.

Pythians are asked to mark two dates down on their calendar: August 28 when the big kick-off meeting will be held in Raleigh to place into motion the campaign for highway safety; also August 30, when the Grand Chancellor will hold a special meeting at the O'Henry Hotel to place before his cohorts his program for State activities.

Gland to announce that the application of Charles Sam Wheeler was accepted. Charles will start his mystery journey within a week or so, but let me say here, Charles, you need not lose any sleep for it will not be too horrible. You will receive something that will cause you to wonder why you had not considered membership sooner.



## LISTEN AMERICANS!

...by George S. Benson  
President of Harding College

During the last 25 years the teaching of sociology in our high schools and colleges has become one of the most influential educational forces in the country. The thinking of millions of youth is being shaped by what they study in sociology textbooks. Dr. A. H. Hobbs, professor of sociology at the University of Pennsylvania, has made an exhaustive study of 83 widely used textbooks. He declares that instead of giving unbiased presentation of scientific facts some of the textbooks are prompting the viewpoint of leftwing "liberalism."

"Severe criticism appears justified," Dr. Hobbs declares, "because textbooks authors continue to mock the fundamental rules of scientific presentation and persist in flaunting their 'objectivity' as a protective banner under which they parade their prejudice. The presentation of 'sociological emphasis' (special 'liberal' pleading) becomes stronger in more recent texts and is particularly pronounced in high school texts."

"This increased emphasis," says Professor Hobbs significantly, "occurs as courses in sociology become more popular in colleges and spread into high schools where teachers lack necessary qualifications for evaluation, and where the immaturity of students may lead to uncritical acceptance."

Dr. Hobbs' findings are published in his book, "The Claims of Sociology: A Critique of Textbooks" (The Stackpole Company, Harrisburg, Pa.). He examined 83 textbooks with the hope that his analysis would lead to improvement of textual materials and thus strengthen the relatively new field of sociology. It is a highly readable book for laymen. As an educator, a parent and a citizen I hope it reaches every educational association, school and college board and PTA group in the country.

The book carefully points out that some of the 83 texts are exceptions but that the majority deviously undermine traditional American principles and beliefs.

"Most textbooks," Dr. Hobbs reports, "criticize competitive enterprise as it functions in a capitalistic economy. Criticisms are in the form of sweeping generalizations regarding harmful effects of the economic system. Few texts attempt a realistic comparison with earlier conditions in this society or with present conditions in other societies..."

The Hobbs study is a challenge. It comes from a distinguished educator. It says: Clean up sociology textbooks and thus strengthen freedom's mightiest sword—American education. The action should come from the profession itself.

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## DOGS

by Tom Farley

### Department Store Watchdogs

Although Marshall Field & Co. in Chicago was probably the first of the great department stores to use dogs to discourage nighttime pilfering, the program at Macy's in New York is perhaps better known. A demonstration by Macy guards and guard dogs at the Madison Square Garden horse show last winter gave them wide publicity.

Started nearly two years ago with four Doberman Pinschers trained by John M. Behan, a professional dog trainer formerly attached to the K-9 Corps, the dogs are credited with almost eliminating the problem of the nighttime sneak thief in the huge Macy building.

The dogs room and board on Macy's roof where insulated dog houses have been provided for them. Ten Macy patrolmen have been trained to handle and care for the dogs. Care includes feeding, washing their ears, bathing their eyes, inspecting their paws for fungus and clipping their nails. The latter service is performed to prevent the dogs from

making scratching noises on the floors that might alert a prowler.

Their beat covers more than 2,000,000 square feet of space from the sub-subbasement to the twentieth floor. The dogs are not only concerned with uninvited visitors but with anything that may be amiss in the store—escaping steam from a radiator or the odor of smoke that might be a warning of fire.

Each dog is taken out on a leash but at certain points they are released and told to "search." If they come upon anything they regard with suspicion, a bark is given and the guard investigates. Should the something be an intruder the dog will watch his man, attacking only if he attempts to make a break.

## Pineville News

by Lillie Mae Brewer

The Pineville Little League of Baseball won another game this week over the Little League of Cornelius. The score was 8 to 3.

Friends hope that Mrs. B. H. Giles will soon be well again. She underwent an operation at Memorial Hospital, Charlotte, this week.

The Ladies Missionary Circle of the Stough Memorial Baptist

Church met last Tuesday night at 7:30 o'clock at the home of Mrs. Mae Williams. Mrs. Arlene James, president, presided over the meeting.

Mrs. W. D. Wilbanks is home again after being a patient in a Charlotte hospital or several days. Friends wish for her a speedy recovery.

LaVerne, young daughter of Mrs. Dot Grace, is having her tonsils removed this week at St. Phillips' Hospital, Rock Hill, S. C.

Frances Swink, niece of Mrs. Betty Smith, spent last week here with Mrs. Smith. Her home is in Rockingham.

Congratulations to Mr. and Mrs. Fred Chappelle, who recently moved into their new home which they built on the new Pineville Road. They are ready to welcome all friends who wish to visit them.

Mr. and Mrs. Bud Culp visited relatives in Mint Hill last week end.

## Offer Free Book For Children

Want a free Christmas story booklet for your child? The Book House For Children is offering to readers of The Textorian complimentary copies of "The Little Engine That Could," classic story favorite of children, beautifully illustrated by a well-known artist. Youngsters never tire of this tale. They love to hear it again and again all year through and are delighted with the pictures. For your copy, write The Book House for Children, Dept. X-52, 360 North Michigan Avenue, Chicago 1, Illinois.

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## ATTENDANCE REPORT

JULY 6, 1953-JULY 12, 1953

	Rev.	Prox.	W. Oak	P. Wks.	Rayon
Department	88.44%	89.04%	87.29%	95.35%	94.18%
Carding, 1st	90.96	93.83	94.19		
Carding, 2nd	91.05	93.62	90.96		
Carding, 3rd	84.31	85.33	84.26		
Spinning, 1st	88.74	89.41	84.71		
Spinning, 2nd	85.51	81.51	85.37		
Spinning, 3rd	74.82	73.33	77.95		
Dyeing, 1st	100.00	95.00	100.00	90.13	
Dyeing, 2nd	98.57	92.73	100.00		
Dyeing, 3rd	100.00	94.00	96.97		
B. & S., 1st		93.33	95.15		
B. & S., 2nd		86.32	86.04		
B. & S., 3rd		100.00			
Preparation, 1st				98.46	
Preparation, 2nd				95.46	
Preparation, 3rd				88.59	
Weaving, 1st	88.78	89.93	91.45		
Weaving, 2nd	87.88	87.61	86.92		
Weaving, 3rd	82.66	83.04	75.88		
Napping, 1st	100.00			95.56	
Napping, 2nd	98.18				
Napping, 3rd	97.78				
Finishing, 1st	98.73	91.08	93.86	95.84	99.29
Finishing, 2nd	88.89	95.56	90.17		91.54
Finishing, 3rd	89.14	97.50	92.05		95.00
Shipping, 1st	97.42	93.33		93.05	90.00
Shipping, 2nd	97.80				
Shipping, 3rd	90.91				
Power Plant		100.00			
Color Shop				97.93	
Lab. & Chem.				94.00	
Printing				95.32	
Bleaching				95.75	
Mechanical	99.26	100.00	95.29	97.45	
Village Upkeep			100.00		
General Help	97.19	96.33	94.74	97.46	
Carp. & Painters	100.00	100.00	100.00		
Truck		100.00	100.00	100.00	
Electrical		97.14			
Maintenance		96.40	98.22		
Filter				100.00	
Rayon D. & F.	100.00				
Supply Room		100.00			
Leased Truck Drivers		100.00			

## Schools' Opening Schedules Given

B. L. Smith, superintendent of Greensboro City Schools, has announced the following registration schedule for the opening of the 1953-54 school term:

Beginners (1st grade), all elementary schools: Thursday, August 27, 9:00 a.m. to 11:00 a.m.; Friday, August 28, 9:00 a.m. to 11:00 p.m.  
Transfer pupils (new to the Greensboro Schools): Elementary—Thursday and Friday, August 27 and 28, 2:00 p.m.; Junior High School—Thursday and Friday, August 27 and 28, 2:00 p.m.; Senior High School—Thursday and Friday, August 27 and 28, 2:00 p.m.; Dudley High School—Thursday and Friday, August 27 and 28, 2:00 p.m.

Re-registration: All pupils enrolled in the Greensboro Public Schools last year should register for the year 1953-54 as follows:  
Elementary (all grades), Tuesday, September 1, 9:00 a.m.; Junior High School (all grades), Tuesday, September 1, 9:00 a.m.; Dudley High School, Tuesday, September 1, 9:00 a.m.; Senior High School: Incoming sophomores (last year's junior high pupils), Monday, August 31, 3:30 p.m.; rising seniors, Tuesday, September 1, 9:00 a.m.; rising juniors, Tuesday, September 1, 1:00 p.m.

## SPORTS

## Local Team Defeated

In the first game in the Inter-State Softball Tournament held at Mayodan last Friday, the Cone Y team beat Charleston Y by a score of 8-0. Duey Long was the pitcher for the local team. The second game was played on Saturday morning with the Cone team beat-



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## SPEED TYPIST

(Continued from Page 1)

is difficult. Every day more typists are becoming better typists because they are following these signposts.

Everyone who uses a typewriter, whether champion or average office typist, must learn how to relax: to remove all tension from shoulders, arms, hands and fingers. To achieve this relaxation, Miss Dillmore, after seating herself at her machine, always drops her hands to her sides and lets them hang for a few moments. When you do this, you will see how quickly your arms relax. Your fingers curve naturally and gracefully; they do not curl. With your fingers in this naturally curved position, return your hands to the keyboard. Now you have the proper finger pose that will help you make fast finger strokes, use the correct touch and eliminate waste motion.

To help you develop faster finger reaches and strokes, the following simple drill has been devised which you should run through three times each morning before starting your work:

a;slldkfjghjklsla;  
qpwocirutyruelwopq  
z/x.c.vbnmvmc.x.z/

To derive the maximum value from this exercise, the motion for making the finger reaches must originate in your knuckles. Confine the principal movement to your fingers, because you can move them quicker and easier than your hands or arms. Your typing action then becomes direct finger reaches for the keys with no lost motion.

Acquiring a resilient touch is the result of regular practice. Let each finger tap each key squarely in the center. Try it! Use a quick touch and relax your finger pressure as soon as you feel contact with the key. This makes your fingers react quickly and always in a position ready to type the next word. In fast typing, it is just as important to release keys quickly as it is to strike them fast.

The best way to learn this touch is to practice familiar phrases. Type over and over until you get the knack of making fast strokes and releasing the keys quickly. Type each phrase slowly at first, and, as your touch develops, gradually increase your speed. Try this method, using such phrases as the following, and see if it does not help:

did the  
their turn  
they find  
but they did  
during the time

To overcome hesitations in locating letters on the keyboard, type a few lines of this alphabetic sentence each day:

A quick movement of six pilots would jeopardize the big enemy squadron.

When you type this sentence, regulate your speed and rhythm according to how rapidly and accurately you can locate the letters and type the words in the sentence.

When you have mastered all these steps, you are ready to tackle the all-important requirements for increasing your typing speed and accuracy. These are the proper timing of your finger strokes and the regulation of typing rhythm according to the letter combinations in the word or phrase being typed.

In performing these exercises, you must remember that it is not possible to type all words with the same rhythm or speed because some are bound to be awkward to finger. When you are aware that certain words are difficult for you to finger naturally and easily you are already on the way to overcoming the obstacle they present.

When you come to an awkward word, type it slowly and accurately. You can increase your speed when typing the easier words. When you learn to do this, you will avoid many errors and loss of valuable time. Most important of all, you will be able to sustain your speed and accuracy throughout the day.

As you gain experience through practice in your typing, you should compile a list of words that give

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you trouble in fingering. Practice these words each day along with some words that are easy for you to type. You will quickly develop correct typing rhythm. As you master each group of difficult words, add new ones and tackle them in the same way. If you do this you will soon become familiar with all the words that have been slowing down your work and, at the same time, you will be learning which words you can type faster. By following this plan, you will soon be able to type all words accurately and without any hesitation in your rhythm. Then watch your speed increase!

Make a mental check list for yourself of each of these items, and when you sit down to type check them off one by one until you have the correct typing method down pat:

Posture  
Hand position  
Relaxation  
Finger reaches and strokes  
Resilient touch  
Rhythm

When you have mastered these, you must continue to practice because regular practice is essential to maintain good typing technique. Just a few minutes spent in practice each day will greatly improve and consolidate the skill and ability you have developed by following the advice given here.

For practice purposes you can use any available material: a carbon copy of one of the letters you have written, or any book that may be at hand. From this material, type one 70-space line over and over until you can type it without an error. When you have done this, type another line from the copy, and then a third line.

Then, type these same three lines accurately—slowly at first; then gradually increase your speed.

Select another group of three lines and practice them in the same way. Then try to type all six lines without an error.

This will build your speed and accuracy, and soon you will be typing 6, 7, or 8 lines a minute. Eight lines a minute is equal to typing at the rate of about 100 words a minute!

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Check the accuracy of your work each time you practice. Keep a record of it and you will notice your day-to-day improvement.

Set a goal for yourself and make a definite effort to improve your typing skill. By following your daily practice plan faithfully you cannot fail to increase your speed and accuracy. This will be reflected in your daily work because it is easier for a fast operator to type more accurately than a slow one. When you type fast you will be doing things in a smoother, more natural manner . . . and you will be doing them better.

Remember:  
Posture  
Hand position

Relaxation  
Finger reaches and strokes  
Resilient touch  
Rhythm . . . . .

And added to these is practice! practice! practice! Remember again: It is all up to yourself. You are the one who must make the decision to follow these signposts to typing improvement.

(A free booklet of practice lessons, especially prepared for those who wish to further increase their typing speed and accuracy, can be obtained by writing a post card or letter to J. B. Donnelly, Room 1801, 590 Madison Avenue, New York 22, N. Y. It's full of valuable practice lessons.)

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